

**Enrolled Minutes of the Ninety-second Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Plenary Meeting  
Monday, June 24, 2019**

*Study Session.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, June 24, 2019 6:35 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Steve Wagner were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council reviewed and discussed the agenda of the imminent regular meeting.
2. The Town Council discussed the computer rotation and retention noting it was on a four-year schedule with the IT Director (contract). It was noted that there was a purchase of 17 computers in 2018.
3. The Town Council discussed with the IT Director (contract) the status of the search for other social media archival software.

The study session ended at 6:59 O'clock p.m.

*Regular meeting.* The Twenty Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, June 24, 2019 at 7:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Steve Wagner presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Mark A. Herak reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Steve Wagner. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Jared Tauber, Esq., Tauber Law Offices; John M. Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; William R. Timmer, Jr., CFOD, Fire Chief; and Kenneth J. Mika, Building were present.

*Also present:* Larry Kondrat of the Board of Waterworks Directors; and Ed Dabrowski IT Director (Contract) were also present.

*Guests:* Robin Carlascio of the Idea Factory was also present.

**Minutes of the Previous Meetings:** The minutes of the regular (rescheduled) plenary meeting of 03 June 2019 were approved by general consent.

**Special Orders:**

**1 Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2019 Budget for the **Cardinal Campus Allocation Area Fund** and the **Innkeeper Tax Fund**.

(a) Attorney verification of Proofs of Publication: The TIMES 06 June 2019. Mr. Tauber indicated that the proof of publication was in compliance with the law.

(b) **Public Hearing.** The Town Council President called the public hearing to order. The following comment was received:

1. Larry Kondrat, 8115 4<sup>th</sup> Place East, Highland, asked for clarification regarding the additional appropriations particularly with the proposed appropriation in the Cardinal Campus Allocation Area Fund. With leave from the Town Council, the Clerk-Treasurer explained that the proposed additional appropriation was to make payments that were scheduled for the debt service. The Clerk-Treasurer further reported that based upon the received distribution, the increment would likely more than satisfy the requirements for the current year.

(c) Action on **Appropriation Enactment No. 2019-25:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Cardinal Campus Allocation Area Fund** and the **Innkeeper Tax Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced and moved the consideration of Enactment No. 2019-25 at the same meeting of introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of Enactment No. 2019-25 at the same meeting of introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2019-25**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the **CARDINAL CAMPUS ALLOCATION AREA FUND** AND THE **INNKEEPER TAX FUND**, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

**WHEREAS**, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Cardinal Campus Allocation Area Fund** and the **Innkeeper Tax Fund**;

**WHEREAS**, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, as neither fund involves a property tax levy, all pursuant to I.C. 36-5-3-5;

**NOW, THEREFORE BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Cardinal Campus Allocation Area Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

**CARDINAL CAMPUS ALLOCATION AREA FUND**

Increase the following accounts:

XXX-0000-39012 Interest on bonds: \$ 64,556.00

XXX-0000-39013	Paying Agent Services:	<u>\$ 1,250.00</u>
	Total Professional Services:	<b>\$ 65,806.00</b>
TOTAL for FUND:		<b><u>\$ 65,806.00</u></b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Innkeeper Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

INNKEEPER TAX FUND

Increase the following accounts:		
24-0000-33012	Printing and Promotions:	\$ 500.00
24-0000-38608	Parade Expenses:	<u>\$ 500.00</u>
	Total Professional Services:	<b>\$ 1,000.00</b>

TOTAL for FUND: **\$ 1,000.00**

**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of June 2019. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 24<sup>th</sup> Day of June 2019, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Steve Wagner, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Staff Reports:** The following staff reports were received and filed.

• **Building & Inspection Report for May 2019**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	5	0	5	\$698,100.00	\$11,000.00
Signs:	3	0	3	\$16,899.00	\$966.50
Single Family:	1	1	0	\$210,000.00	\$3,343.50
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	1	1	0	\$72,400.00	\$1,263.00
Residential Remodeling:	92	92	0	\$634,815.00	\$14,389.75
Garages:	7	6	1	\$152,379.00	\$4,116.50
Sheds:	4	4	0	\$14,602.00	\$564.50
Decks & Porches:	9	9	0	\$40,946.00	\$2,433.00
Fences:	17	16	1	\$62,276.00	\$2,352.00
Swimming Pools:	7	7	0	\$0.00	\$658.00

DrainTile/ Waterproofing:	7	7	0	\$64,970.00	\$1,495.50
Miscellaneous	12	12	0	\$63,251.00	\$1,608.50
<b>TOTAL:</b>	<b>165</b>	<b>155</b>	<b>10</b>	<b>\$2,030,638.00</b>	<b>\$44,190.75</b>
<b>Electrical Permits</b>	<b>33</b>	<b>27</b>	<b>6</b>		<b>\$4,106.50</b>
<b>Mechanical Permits</b>	<b>17</b>	<b>14</b>	<b>3</b>		<b>\$1,880.00</b>
<b>Plumbing Permits</b>	<b>12</b>	<b>7</b>	<b>5</b>		<b>\$2,033.60</b>
<b>Water Meters</b>	<b>6</b>	<b>1</b>	<b>5</b>		<b>\$5,955.00</b>
<b>Water Taps</b>	<b>2</b>	<b>1</b>	<b>1</b>		<b>\$530.00</b>
<b>Sewer/Storm Taps</b>	<b>2</b>	<b>2</b>	<b>0</b>		<b>\$600.00</b>
<b>TOTAL Plumbing:</b>	<b>22</b>	<b>11</b>	<b>11</b>		<b>\$9,118.60</b>

**May Code Enforcement:**

Investigations: 75  
Citations: 02  
Warnings: 75

**May Inspections:**

Building: 55      Electrical: 25      Plumbing: 13      HVAC: 11  
Electrical Exams: 1

• **Fire Department Report for May 2019**

<u>Type of Call</u>	<u>Month</u>	<u>1st half of year</u>
General Alarms	08	61
Paid Still Alarms	38	150
Still Alarms	02	23
<b>Total Alarms:</b>	<b>48</b>	<b>234</b>

• **Workplace Safety Report for May 2019**

There were no workplace incidents to report in May. The following report was filed.

Department	Injuries this Month	Year to Date 2019	Total in 2018	Restricted Days 2019	Lost Workdays This Year (2019)	Restricted Days Last Year (2018)	Lost Workdays Last Year (2018)
Parks	0	0	4	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	0	1	3	0	0	0	0
Street	0	0	2	0	0	0	0
Water & Sewer	0	0	4	0	0	80	46
Maint.	0	1	1	14	2	0	0
Other	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>3</b>	<b>14</b>	<b>14</b>	<b>2</b>	<b>80</b>	<b>46</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

1. **Proposed Ordinance No. 1700:** An Ordinance to Amend Chapter 2.05 Of The Highland Municipal Code, Modifying Study Sessions Prior To Plenary Meetings, Changing The Effective Start Times For Plenary Meetings And Updating Language For Executive Sessions To Align With Recent Changes In State Law.

Councilor Zemen introduced and moved the consideration of proposed Ordinance No. 1700 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of proposed Ordinance No. 1700 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1700  
of the  
TOWN OF HIGHLAND, INDIANA**

**AN ORDINANCE TO AMEND CHAPTER 2.05 OF THE HIGHLAND MUNICIPAL CODE, MODIFYING STUDY SESSIONS PRIOR TO PLENARY MEETINGS, CHANGING THE EFFECTIVE START TIMES FOR PLENARY MEETINGS and UPDATING LANGUAGE FOR EXECUTIVE SESSIONS TO ALIGN WITH RECENT CHANGES IN STATE LAW**

**WHEREAS**, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon all local units the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

**WHEREAS**, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit shall codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

**WHEREAS**, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

**WHEREAS**, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications confined to Chapter 2.05, desirable to further improve and perfect the Code;

**WHEREAS**, The Town Council, is persuaded that it is necessary and desirable to adopt some technical and substantive modifications confined to Chapter 2.05 to further improve and perfect the Code; and,

**WHEREAS**, The purpose of this amending ordinance is to clarify and update language in Section 2.05.130 regarding Town Council meetings, fix new start time for the plenary meetings create a review period in those meetings, eliminating the study sessions prior to such meetings of the Town Council and to update language in Section 2.05.070 regarding Executive Sessions, aligning it with recent changes in State law,

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That Section 2.05.130 of the Highland Municipal Code is hereby amended repealing it in its entirety and amending it with a new section, to be numbered Section 2.05.130, which shall read as follows:

**Section 2.05.130 Meetings of the town council.**

(A) The types of meetings that may be convened by the town council include regular plenary meetings, special meetings, executive sessions, adjourned meetings, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC [5-14-1.5-2](#) and this code.

(2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the town council either by its specific action or by an agenda assembled according this chapter, for its consideration and possible dispositive action. These meetings will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected

parliamentary authority. However, the Town Council may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the council may employ the same degree of informality and legislative conduct associated with study sessions. This review period ends when the Town Council calls the plenary meeting to regular order.

- (3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC [5-14-1.5](#) et seq.
- (4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.
- (5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which the items of business were not able to be completed. The adjourned meeting shall take up at the point where the previous meeting ended, addressing the business remaining from the prior meeting and be confined only to those matters, unless special notice is provided under IC [5-14-1.5](#) et seq.
- (6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes set forth in IC [5-14-1.5-6.1](#).

(B) Except as otherwise provided herein, the town council shall hold regular plenary meetings on the second and fourth Monday of each month, which shall begin at ~~7:00~~ 6:30 p.m.

(C) Except as otherwise provided herein, the town council shall hold study sessions on the first and third Monday of each month, which shall begin at 6:30 p.m. ~~In addition, the town council shall hold brief study sessions before each regular plenary meeting of the town council, beginning at 6:30 p.m.~~

(D) Town council plenary meetings or study sessions may be cancelled by a majority vote of the town council or by direction of the town council president.

(E) Town council plenary meetings may be rescheduled by a two-thirds vote of the elected members of the town council.

(F) The town council shall have the authority to hold such other meetings, as described in this section as it may deem necessary or desirable provided such meetings be held pursuant to IC [5-14-1.5](#) et seq.

(G) The town council, when necessary or desirable, shall hold executive sessions pursuant to IC [5-14-1.5-6.1](#) and HMC [2.05.170](#) only for the purposes authorized therein.

(H) The town clerk-treasurer shall memorialize the proceedings of all meetings pursuant to IC [5-14-1.5](#) et seq., HMC [2.05.100](#), and HMC [2.10.030](#)(C)(9). [Ord. 1677 § 1, 2018].

**Section 2.** That Section 2.05.070 subdivisions (A) and (B) of the Highland Municipal Code is hereby amended repealing those subdivisions in their entirety and amending it with a new subdivisions, to be numbered Section 2.05.070 subdivisions (A) and (B), which shall read as follows:

**2.05.070 Executive sessions.**

- (A) As used in this section, "public official" means a person:
- (1) Who is a member of a governing body of a public agency; or
  - (2) Whose tenure and compensation are fixed by law and who executes an oath.
- (B) Executive sessions may be held only in the following instances:
- (1) Where authorized by federal or state statute.
  - (2) For discussion of strategy with respect to any of the following:
    - (a) Collective bargaining.
    - (b) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
    - (c) The implementation of security systems.
    - (d) ~~1. The purchase or lease of a real property by the town council up to the time a contract or option to purchase or lease is executed by the parties.~~  
**2. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries: transaction including: (i) a purchase; (ii) a lease as lessor; (iii) a lease as lessee; (iv) a transfer; (v) an exchange; or (vi) a sale; by the governing body up to the time a contract or option to purchase or lease is executed by the parties. This clause does not affect the town's duty to comply with any other statute that governs the conduct of the real property transaction, including but not limited to IC 36-1-10 or IC 36-1-11.**

**Section 3.** That this ordinance shall be effective from and after its passage and adoption, as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 24<sup>th</sup> day of June 2019. Consideration on the same day or at same meeting of introduction sustained on a vote of 5 in favor and 0 opposed, all pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 24<sup>th</sup> day of June 2019, by the Town Council of the Town of Highland, Lake County, Indiana, having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Steven Wagner, President (IC 36-5-2-10)

ATTEST:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Resolution No. 2019-24:** A Resolution of The Town Council of The Town of Highland, Indiana Granting Evajo, LLC An Assessed Valuation Deduction (Tax Abatement) For Tangible Real Property Under Indiana Code 6-1.1-12.1, For Property Located At 2706 Highway Avenue.

With leave from the Town Council, the Redevelopment Director presented an overview of the terms of the Tax abatement being proposed to induced the development. It was noted that the terms were for a five year period, in which four would bring 100% abatement of the new development, and one would provide 95% abatement. After the five-year period, the full value of the improvement would be added to the tax base.

Dr. Pramuk was present and expressed his eagerness to relocate his practice from its current location in Munster to Highland.

Councilor Vassar moved the passage and adoption of Resolution No. 2019-24. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND, INDIANA  
RESOLUTION NO. 2019-24

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, INDIANA GRANTING EVAJO LLC AN ASSESSED VALUATION DEDUCTION (TAX ABATEMENT) FORTANGIBLE REAL PROPERTY UNDER INDIANA CODE 6-1.1-12.1, for PROPERTY LOCATED AT 2706 HIGHWAY AVENUE**

**WHEREAS**, Indiana Code 6-1.1-12.1 *et seq.*; amended, (the "Act") allows a partial abatement of property taxes attributable to "Redevelopment" or "Rehabilitation" activities and installation of new machinery and equipment in "Economic Revitalization Areas" as those terms are defined in the Act, and

**WHEREAS**, The Act provides that such Economic Revitalization Areas are areas within the Town which have:

*"...become undesirable for, or impossible of, normal development, and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings or other factors which have impaired values or prevent a normal development of property or use of property", and*

**WHEREAS**, Pursuant to Resolution No. 2007-10 adopted on March 26, 2007, as confirmed by Resolution No. 2007-23 adopted on May 14, 2007, the Town Council of the Town of Highland, Indiana (the "Town"), designated a certain area located within the Town as the Highland Redevelopment Area as an economic revitalization area (an "ERA") pursuant to Indiana Code 6-1.1-12.1 *et seq.* (the "Act"), under Section 2.5;

**WHEREAS**, Resolution No. 2007-10 remains in full force and effect;

**WHEREAS**, Evajo, LLC (the "Company") (d.b.a. Pramuk Dental Center) has filed with the Town Council a **Statements of Benefits Real Property Improvements (FORM SB-1/Real Property)** dated **May 8, 2019** attached hereto as **(EXHIBIT A)** proposing real property improvements, more specifically related to a demolition of existing building, and new construction of a 2,500 sq. ft. professional service dental center/office building, including dental/medical equipment personal property,

anticipated to cost \$870,000 (the "Project"), estimated to be completed on or prior to December 31, 2019 and to be fully assessed on or prior to January 1, 2020;

**WHEREAS,** A Statements of Benefits Real Property (FORM SB-1 / Real Property) was submitted to the Town Council as the designating body before and prior to the construction, renovation, redevelopment or installation of real property improvements related to the Project for which the Company desires to request an assessed valuation deduction;

**WHEREAS,** The Company's real property located at 2706 Highway Avenue in the Town (real property parcel number 45-07-21-380-001.000-026) is within the boundaries of a designated ERA, and therefore the Town Council may make a determination pursuant to IC 6-1.1-12.1-3(b) based upon the evidence as to whether Company shall be allowed an assessed valuation deduction or real property,

**NOW, THEREFORE, BE IT HEREBY RESOLVED,** by the Town Council of the Town of Highland as follows:

**Section 1.** That the actions of the Town Council of the Town of Highland, Indiana are based upon the evidence as presented by Evajo, LLC upon review of the FORM SB-1 / Real Property as well as other pertinent information provided by the Town and upon the following findings and determinations pursuant to IC 6-1.1-12.1-3(b):

- (A) The Project is reasonable for a project of its nature;
- (B) The estimated number of individuals who will be employed or whose employment will be retained can reasonably be expected to result from the construction, renovation, redevelopment or installation of real property improvements related of the Project;
- (C) The estimated annual salaries of those individuals who will be employed or whose employment will be retained can reasonably be expected to result from the from the construction, renovation, redevelopment or installation of real property improvements related of the Project; and
- (D) The totality of the benefits is sufficient to justify an assessed valuation deduction on the Project;

**Section 2.** That the Town Council acknowledges that the Project is located within a designated allocation area of the Highland Redevelopment District, more specifically the TIF #2 Highland Downtown (T45452), also commonly known as the Highland Redevelopment Area Allocation Area;

**Section 3.** That the Town Council hereby grants an assessed valuation deduction (Tax Abatement) from tangible real property **limited to a cost of \$870,000 to be completed by December 31, 2019 for full assessment on the January 1, 2020** for an abatement period of **five (5) years** to the Company, being Evajo, LLC in accordance with IC 6-1.1-12.1-3(c) and IC 6-1.1-12.1-17(b) as it relates to the Project;

**Section 4.** That assessed valuation deduction(s) (Tax Abatement) from tangible real property shall be applied only to the Company's qualified real property improvements to be located at **2706 Highway Avenue** in the Town (real property parcel number **45-07-21-380-001.000-026**);

**Section 5.** That the Town Council hereby grants an assessed valuation deduction (Tax Abatement) of real property with an abatement schedule provided below pursuant IC 6-1.1-12.1-17(b) consistent with the above abatement period as it relates to the Project, as follows:

<b>Approved Abatement Period Schedule:</b>	
<i>Tangible real property improvements:</i>	
<ul style="list-style-type: none"> <li>a. To be installed and placed into service by December 31, 2019;</li> <li>b. Construction as completed is limited to the following assessment date: January 1, 2020;</li> <li>c. Real property construction during the period under section (a) above and for the assessment dates identified under section (b) is limited to a cost of \$870,000.</li> </ul>	
<b>Year of Abatement Period</b>	<b>Deduction Percentage</b>
Year One (1)	100%
Year Two (2)	100%
Year Three (3)	100%

Year Four (4)	100%
Year Five (5)	95%

**Section 6.** That having received as attached hereto documentation under (**EXHIBIT C**) as a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the Company as the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its rights to appeal real property improvement assessed valuations of the Project or within the Project area of the ERA associated with real property parcel number 45-07-21-380-001.000-026 unless deemed to be a clerical error of assessment application or a mathematical error, such that the Town Council as the legislative body of the Town reserves the right to waive the above condition included in this Resolution upon submission of a reasonable written request of the Property Owner, including all subsequent property owner(s);

**Section 7.** That having received as attached hereto documentation under (**EXHIBIT D**) as a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the town Council directs:

(A) That the Company as the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its rights to request or file an additional or supplementary assessed valuation deductions, credits or exemptions, on tangible property investments identified in said FORM SB-1 whether available to a property owner as of the date of this Resolution or which subsequently may be authorized by the state of Indiana Legislature to tangible real property improvements to be constructed, built related to the Project or within the Project area of the ERA;

(B) That this condition is not intended to preclude the property owner, including all subsequent property owner(s), from filing future FORM SB-1s as a result of additional investments in tangible real property related to the Project or within the Project area of the ERA;

(C) That the Highland Town Council as the legislative body of the Town reserves the right to waive the above condition included in this Resolution upon written request of the property owner, including all subsequent property owner(s);

**Section 8.** That the final determination of the amount of assessed valuation deduction as applied to the Project for real property improvements shall be made by the appropriate Lake County or State of Indiana agency.

**Section 9.** That the Clerk-Treasurer is hereby directed to cause the filing with the Office of the Auditor of Lake County, Indiana the following information as it applies to this Resolution and the approval of the Company's assessed valuation deduction in order to assure the application of an assessed valuation deduction as calculated by the Office of the Lake County, Indiana Auditor, assuming an annual FORM CF-1 is approved by the Town Council and all required documents are filed in a timely manner:

(A) The FORM SB-1/Real Property, as approved, properly completed and executed consistent with this Resolution and as signed and attested by the appropriate Town officials;

(B) A certified copy of this Resolution; and

(C) A copy of the meeting minutes which approved this Resolution and the FORM SB-1/Real Property;

**Section 10.** That along with the application, an Application Fee shall be paid, hereby fixed in the amount of \$250.00 to defray actual processing and administrative costs, pursuant to Section 14.20.220 of the Highland Municipal Code.

**Section 11.** That if any part, clause, or portion of this Resolution shall be adjudged invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of this Resolution as a whole or any other part, clause, or portion of this Resolution.

**DULY RESOLVED and ADOPTED** this 24<sup>th</sup> Day of June 2019, by the Town Council of the Town of Highland, Lake County, Indiana, acting as the designating body, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**  
/s/Steven Wagner, President (IC 36-5-2-10)

**Attest:**

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC; 1-1-4-1(5);IC 36-5-6; IC 36-5-6-7)

**EXHIBIT A**

**Statements of Benefits Real Property Improvements**  
Evajo, LLC  
(d.b.a. Pramuk Dental Center)

**EXHIBIT A**



**STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6 / 10-14)  
Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):  
 Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)  
 Residentially distressed area (IC 6-1.1-12.1-4.1)

**INSTRUCTIONS:**

- This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
- The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
- To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
- A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
- For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20 <u>20</u> PAY 20 <u>21</u>
FORM SB-1 / Real Property
<b>PRIVACY NOTICE</b>
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Evajo, L.L.C.					
Address of taxpayer (number and street, city, state, and ZIP code) 1435 Janice Lane, Munster, IN, 46321					
Name of contact person Kurt E. Pramuk			Telephone number ( 219 ) 793-3635		E-mail address kurtpramuk@yahoo.com
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body Town of Highland, Indiana Common Council				Resolution number ERA Res. No. 2007-23 / SB-1 Res. No. 2019- ____	
Location of property 2706 Highway Ave., Highland, IN, 46322			County Lake		DLGF taxing district number 45-026
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Demolition of existing building, and new construction of a 2,500 sq. ft. dental office building, including dental/medical equipment personal property.				Estimated start date (month, day, year) June 15, 2019	
				Estimated completion date (month, day, year) December 31, 2019	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 3.00	Salaries \$125,000.00	Number retained 3.00	Salaries \$125,000.00	Number additional 4.00	Salaries \$60,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST		ASSESSED VALUE
Current values			\$ 0		\$ 0
Plus estimated values of proposed project			\$ 670,000		\$ 736,600
Less values of any property being replaced			\$ 0		\$ 0
Net estimated values upon completion of project			\$ 670,000		\$ 736,600
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) 0.00			Estimated hazardous waste converted (pounds) 0.00		
Other benefits Not Applicable.					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative 				Date signed (month, day, year) May 8, 2019	
Printed name of authorized representative Dr. Kurt E. Pramuk				Title CEO/ President	

FOR USE OF THE DESIGNATING BODY		
<p>We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:</p>		
<p>A. The designated area has been limited to a period of time not to exceed <u>Not Applicable</u> calendar years* (see below). The date this designation expires is <u>Not Applicable under Res. No. 2007-23</u>.</p>		
<p>B. The type of deduction that is allowed in the designated area is limited to:</p> <p>1. Redevelopment or rehabilitation of real estate improvements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Residentially distressed areas <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>C. The amount of the deduction applicable is limited to \$ <u>870,000</u>.</p>		
<p>D. Other limitations or conditions (specify) <u>By resolution, application of an Imposed Fee pursuant to I.C. 6-1.1-12.1-14, Located in the Highland Redevelopment Allocation Area</u></p>		
<p>E. Number of years allowed: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input checked="" type="checkbox"/> Year 5 (* see below)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Year 6 <input type="checkbox"/> Year 7 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10</p>		
<p>F. For a statement of benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, attach a copy of the abatement schedule to this form.</p> <p>If no, the designating body is required to establish an abatement schedule before the deduction can be determined.</p>		
<p>We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.</p>		
<p>Approved (signature and title of authorized member of designating body)</p>	<p>Telephone number</p> <p>( 219 ) 838-1080</p>	<p>Date signed (month, day, year)</p>
<p>Printed name of authorized member of designating body</p> <p><b>Steve Wagner, Town Council President</b></p>	<p>Name of designating body</p> <p><b>Town of Highland, Indiana Common Council</b></p>	
<p>Attested by (signature and title of attester)</p>	<p>Printed name of attester</p> <p><b>Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO</b></p>	
<p>* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.</p>		
<p>A. For residentially distressed areas where the Form SB-1/Real Property was approved prior to July 1, 2013, the deductions established in IC 6-1.1-12.1-4.1 remain in effect. The deduction period may not exceed five (5) years. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period may not exceed ten (10) years. (See IC 6-1.1-12.1-17 below.)</p>		
<p>B. For the redevelopment or rehabilitation of real property where the Form SB-1/Real Property was approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. (See IC 6-1.1-12.1-17 below.)</p>		
<p>IC 6-1.1-12.1-17 Abatement schedules</p> <p>Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:</p> <ol style="list-style-type: none"> <li>(1) The total amount of the taxpayer's investment in real and personal property.</li> <li>(2) The number of new full-time equivalent jobs created.</li> <li>(3) The average wage of the new employees compared to the state minimum wage.</li> <li>(4) The infrastructure requirements for the taxpayer's investment.</li> </ol> <p>(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. An abatement schedule may not exceed ten (10) years.</p> <p>(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.</p>		

EXHIBIT B

Town of Highland Tax Abatement Application and/or Agreement

**TOWN OF HIGHLAND**

3333 Ridge Road • Highland, Indiana 46322 • Telephone 219-972-7598 • Fax 219-972-5097

**APPLICATION FOR TAX ABATEMENT**

- 1. Company Name: Evajo, L.L.C.
- 2. Address: 1435 Janice Lane  
Munster, Indiana 46321
- 3. Parcel #: 45-07-21-380-001.000-026 Lot 1, Block 10.
- 4. Contact Name and Title: Kurt E. Pramuk, President/CEO
- 5. Telephone Number: (219) 793-3635
- 6. Fax Number: \_\_\_\_\_
- 7. Email Address: \_\_\_\_\_
- 8. Website Address: kurtpramuk@yahoo.com
- 9. Brief description of business including SIC code and/or principal business activity:  
Domestic limited liability corporation Domestic ownership  
\_\_\_\_\_  
\_\_\_\_\_
- 10. Legal description and address of project property (attach additional sheets, if necessary):  
2706 Highway Avenue, Highland, IN 46322 Lot 1, Block 10  
\_\_\_\_\_

11. Current uses and conditions of property:

Empty Lot \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Is the project new construction or a renovation? Please explain:

New construction after demolition of existing structure for a 2,500 sq. feet dental building.  
\_\_\_\_\_  
\_\_\_\_\_

13. Is the project and expansion or relocation? Please explain:

Pramuk Dental center is relocating from a rental space in Munster to Highland.  
\_\_\_\_\_  
\_\_\_\_\_

14. If the project is a relocation, please identify the State, County and local jurisdiction that you are relocating from and why:

Relocating from Munster, Indiana in Lake County. No longer want to rent.  
\_\_\_\_\_  
\_\_\_\_\_

15. What is the estimated start and completion date of the project?

Est. start date 6-19 \_\_\_\_\_  
Est. completion date 12-19 \_\_\_\_\_  
\_\_\_\_\_

16. Type and amount of new investment:

Real Property:  
Land: \_\_\_\_\_ \$80,000 \_\_\_\_\_  
Improvements: \_\_\_\_\_ \$858,785 \_\_\_\_\_

Personal Property:

Manufacturing Equipment: \_\_\_\_\_  
Research and Development Equipment: \_\_\_\_\_

17. Estimated tax benefits to the Town of Highland:

Real Property: \_\_\_\_\_  
Personal Property: \_\_\_\_\_

18. Current number of employees in the Town: \_\_\_\_\_ 0 \_\_\_\_\_

19. Current number of employees in the State of Indiana: \_\_\_\_\_ 3 \_\_\_\_\_

20. Estimated number of construction jobs (if applicable) \_\_\_\_\_ >10 \_\_\_\_\_

21. Number of estimated new full and part-time jobs as a result of the project:

\_\_\_\_\_ 3-4 \_\_\_\_\_

22. Estimated number of trucks per day (if applicable): \_\_\_\_\_ 0 \_\_\_\_\_

23. Number of years that the applicant is requesting tax abatement: \_\_\_\_\_ 5/10 \_\_\_\_\_

24. Other incentives requested from the Town of Highland or State of Indiana:

\_\_\_\_\_  
\_\_\_\_\_

25. Attach the following:

- Exhibit A: Plats or maps of project area
- Exhibit B: Drawings and photos
- Exhibit C: Signage and landscape plans as applicable:
- Exhibit D: Job descriptions and wage ranges:
- Exhibit E: Letter of financial commitment:

Upon a favorable review and adoption by the Town Council and before permits are issued, the successful applicant will be required to submit a fee as authorized under Section 14.20.220 of the Highland Municipal Code. Further, applicant may be required to contribute an amount up to 15% of the total tax savings as provided through IC 6-1.1-12.1-1(i)(6) to the Town of Highland Economic

Development Fund. The Highland Town Council will determine the specific dollar amount at the time of final approval for tax abatement.

Contributions to this fund shall be used for community and economic development purposes, and other public benefit as directed by the Town Council.

I, Kurt E. Pramuk affirm under penalties of perjury that the above  
(Name of Applicant)

statement and information is true and correct.

Printed Name: Kurt E. Pramuk

Signed Name: \_\_\_\_\_

Title: CEO/President

Date: \_\_\_\_\_

Town of Highland  
Tax Abatement Application 4-26-19 (Revised 6.20.2019)

**EXHIBIT C**

**Company as the Property Owner:**

**Waiver of Its Rights to  
Appeal Real Property Improvement Assessed Valuations of The Project or within the Project area of the ERA**

May 9, 2019

Steve Wagner, President  
Common Council of the Town of Highland  
Office of the Clerk-Treasurer  
3333 Ridge Road  
Highland, Indiana 46322

**RE:** Company as the Property Owner - Waiver of Its Rights to  
Appeal Real Property Improvement Assessed Valuations  
Dear Councilman Wagner:

Evajo LLC (d.b.a. Pramuk Dental Center) (the "Company") as the property owner of real property located at 2706 Highway Avenue (45-07-21-380-001.000-026) has submitted a **FORM SB-1/Real Property (Statement of Benefits)** signed and dated May 8, 2019 to the Town of Highland, Indiana (the "Town") for consideration by the Town's Common Council, as the designating body, for approval of an assessed valuation deduction ("Tax Abatement") consents to and understands the following as a condition(s) of approval of an economic revitalization area assessed valuation deduction ("Tax Abatement") which will be included in a resolution for consideration by the Town's Common Council for approval of a FORM SB-1:

**Waiver of Tangible Real Property Appeals**

As a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its rights to appeal real property improvement assessed valuations of the Project or within the Project area of the ERA unless deemed to be a clerical error of assessment application or a mathematical error.

The Town's Common Council as the legislative body reserves the right to waive the above condition included in an approving resolution upon submission of a reasonable written request of the Property Owner, including all subsequent property owner(s).

Very truly yours,

Dr. Keith Pramuk, CEO/President  
Pramuk Dental Center,  
As the Property Owner

**EXHIBIT D**  
**Company as the Property Owner:**

**Waiver of Its Rights to Request or File an Additional or Supplementary Assessed Valuation Deductions,  
Credits or Exemptions Related to The Project or within the Project area of the ERA**

May 9, 2019

Steve Wagner, President  
Common Council of the Town of Highland  
Office of the Clerk-Treasurer  
3333 Ridge Road  
Highland, Indiana 46322

**RE:** Company as the Property Owner - Waiver of Its Rights to Request or File an Additional or  
Supplementary Assessed Valuation Deductions, Credits or Exemptions

Dear Councilman Wagner:

Evajo LLC (d.b.a. Pramuk Dental Center) (the "Company") as the property owner of real property located at 2706 Highway Avenue (45-07-21-380-001.000-026) has submitted a **FORM SB-1/Real Property (Statement of Benefits)** signed and dated May 8, 2019 to the Town of Highland, Indiana (the "Town") for consideration by the Town's Common Council, as the designating body, for approval of an assessed valuation deduction ("Tax Abatement") consents to and understands the following as a condition(s) of approval of an economic revitalization area assessed valuation deduction ("Tax Abatement") which will be included in a resolution for consideration by the Town's Common Council for approval of a FORM SB-1:

**Waiver of Assessed Valuation Deductions, Credits or Exemptions**

As a condition of approval of a FORM SB-1, the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied waives its rights to request or file an additional or supplementary assessed valuation deductions, credits or exemptions, on tangible property investments identified in said FORM SB-1 whether available to a property owner as of the date of an approving resolution or which subsequently may be authorized by the state of Indiana Legislature to tangible real property improvements to be constructed, built or developed within the Project area of the ERA.

This condition is not intended to preclude the property owner, including all subsequent property owner(s), from filing future FORM SB-1s as a result of additional investments in tangible real and/or personal property.

The Common Council as the legislative body of the Town reserves the right to waive the above condition included in an approving resolution upon written request of the property owner, including all subsequent property owner(s).

Very truly yours,

Dr. Keith Pramuk, CEO/President  
Pramuk Dental Center,  
As the Property Owner

- 3. Works Board Order No. 2019-18:** An Order of the Works Board Approving and Authorizing An Addendum to the Agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Design Engineering services for the 2019 Community Crossings Matching Grant (CCMG) Street Improvement and Resurfacing Project in the Amount of \$9,900.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2019-18. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING AN ADDENDUM TO THE AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL DESIGN ENGINEERING SERVICES FOR THE 2019 COMMUNITY CROSSINGS MATCHING GRANT (CCMG) STREET IMPROVEMENT AND RESURFACING PROJECT IN THE AMOUNT OF \$9,900**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined to improve certain streets (Projects) in the Town of Highland and had applied and been approved for a Community Crossings Matching Grant in the amount of \$899,478, which represents one-half the of the estimated total amount of the Project; and

**Whereas**, The Projects include the following streets:

1. Highway Avenue – Ridge Road to Delaware Street
2. Jewett Avenue – Kennedy Avenue to 5<sup>th</sup> Street
3. 4<sup>th</sup> Street – Jewett Avenue to Highway Avenue
4. 45<sup>th</sup> Avenue – 50' west of 5<sup>th</sup> Place to 150' west of Forrest Drive
5. LaPorte Street- Kennedy Avenue to Grace Street
6. Cline Avenue – 45<sup>th</sup> Street to 400' south of Ridge Road
7. Highway Avenue – Liable Road to Cline Avenue
8. 81<sup>st</sup> Street – Indianapolis Boulevard to Sycamore Avenue
9. Ramblewood Drive – 100' west of Prairie Avenue to US Route 41
10. Spring Street 45<sup>th</sup> Avenue to Martha Street

**Whereas**, On May 13, 2019, the Town Council acting as the Works Board passed and adopted **Works Board Order No. 2019-12** approving an agreement with NIES Engineering, Incorporated (NIES) for **Professional Design Engineering Services** in consideration for fees to be charged and billed monthly based upon a lump Twenty-eight Thousand Dollars (\$28,000); and

**Whereas**, During the course of the design work, additions to the scope of work were necessary resulting in additional costs for field survey, engineering design, and plan preparation; and

**Whereas**, NIES Engineering, Inc. has presented an Engineering Fee Adjustment Request, attached hereto and made a part of this resolution, that discusses the additional expenses, associated with the Professional Design Engineering Services, expected to be incurred in the amount of Nine Thousand Nine Hundred Dollars and 00/100 cents (\$9,900.00) on the Project; and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described.

**Now Therefore Be it Hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the Addendum to the Professional Design Engineering Services proposal, (incorporated by reference and made a part of this Order) NIES Engineering, Incorporated and the Town of Highland, is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the additional agreement for preliminary design engineering services in the not to exceed fee amount of Nine Thousand Nine Hundred Dollars and 00/100 cents (\$9,900.00) is found to be reasonable and fair;

**Section 3.** That the Town of Highland, through its Board of Works, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 5.** That the Director of Public Works be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

**Be it So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24<sup>th</sup> day of June 2019 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Steve Wagner, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

*(Agreement on file)*

- 4. Works Board Order No. 2019-19:** An Order Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 2019 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$59,800.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2019-19. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2019-19

**AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES DURING CONSTRUCTION FOR THE 2019 COMMUNITY CROSSINGS MATCHING GRANT (CCMG) STREET IMPROVEMENT PROJECT IN THE AMOUNT NOT-TO-EXCEED \$59,800**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2019 Community Crossings Match Grant Street Improvement Project (Project);

**Whereas,** The Town had applied and were successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Eight Hundred Ninety-nine Thousand Four Hundred Seventy-eight Hundred Dollars and No Cents (\$899,478.00), which represents fifty percent of the estimated construction cost;

**Whereas,** NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1;

**Whereas,** The Town has heretofore awarded a construction contract to in the amount of One Million Seven Hundred Eighty-eight Thousand One Hundred Seventy-six Dollars and 50/100 Cents (\$1,788,176.50) to be the lowest responsive and responsible bid and has further determined a need to engage professional engineering services during construction to supervise, inspect, and manage the construction activities on the Project on behalf of the Town;

**Whereas,** NIES Engineering, Incorporated (Consultant) has offered and presented an agreement to provide and furnish professional engineering services during construction for the Project in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services in the amount of Fifty-nine Thousand Eight Hundred Dollars and no Cents (\$59,800.00);

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described,

**Now Therefore Be it Hereby Ordered** by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana:

**Section 1.** That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this Order) between NIES Engineering, Incorporated and the Town of Highland for the 2019 Community Crossings Match Grant Street Improvement Project, is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of Fifty-nine Thousand Eight Hundred Dollars and no Cents (\$59,800.00) are found to be reasonable and fair;

**Section 3.** That the Town of Highland, through its Town Council, acting as the Works Board, believes that NIES Engineering, Incorporated has demonstrated professional competence and has the qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

**Be it So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24th day of June 2019 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

/s/Steve Wagner, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**Appendix A**

**2019 Community Crossings Matching Grant Project List**

Route Name	From	To	Estimate Cost
Highway Avenue	Ridge Road	Delaware Street	\$400,870.00
Jewett Street	Kennedy Avenue	5 <sup>th</sup> Street	\$74,468.00
4 <sup>th</sup> Street	Jewett Avenue	Highway Avenue	\$8,792.00
45 <sup>th</sup> Street	5 <sup>th</sup> Place	Forrest Drive	\$62,800.00
LaPorte Street	Kennedy Avenue	Grace Street	\$529,200.00
Cline Avenue	45 <sup>th</sup> Avenue	Ridge Road	\$278,516.00
Highway Avenue	Liable Road	Cline Avenue	\$166,006.00
81 <sup>st</sup> Street	Indianapolis Blvd	Sycamore Avenue	\$50,464.00
Ramblewood Drive	Indianapolis Blvd	Prairie Avenue	\$105,500.00
Spring Street	45 <sup>th</sup> Street	Martha Street	\$122,340.00
			\$1,798,956.00

**Highland 2019 CCMG Street Improvement Project - Construction Services**

Construction Services	Engineer Level 2		Senior Admin. Assistant		Principal Level 1		Total
	Hours	\$	Hours	\$	Hours	\$	
Inspection - Downtown	140	\$ 14,420.00		\$ -	18	\$ 2,340.00	\$ 16,760.00
Inspection - Laporte St	180	\$ 18,540.00		\$ -	24	\$ 3,120.00	\$ 21,660.00
Inspection - Cline Ave	32	\$ 3,296.00		\$ -	4	\$ 520.00	\$ 3,816.00
Inspection - 45th St	8	\$ 824.00		\$ -	1	\$ 130.00	\$ 954.00
Inspection - Highway East	32	\$ 3,296.00		\$ -	4	\$ 520.00	\$ 3,816.00
Inspection - 81st	8	\$ 824.00		\$ -	1	\$ 130.00	\$ 954.00
Inspection - Ramblewood	16	\$ 1,648.00		\$ -	2	\$ 260.00	\$ 1,908.00
Inspection - Spring	16	\$ 1,648.00		\$ -	2	\$ 260.00	\$ 1,908.00
Submittals		\$ -	5	\$ 340.00	8	\$ 1,040.00	\$ 1,380.00
Pay Application Reviews	20	\$ 2,060.00		\$ -	15	\$ 1,950.00	\$ 4,010.00
Change Order		\$ -		\$ -	11	\$ 1,430.00	\$ 1,430.00
Meetings	5	\$ 515.00		\$ -	5	\$ 650.00	\$ 1,165.00
							<b>Total \$ 59,761.00</b>

(Agreement on file)

- Works Board Order No. 2019-20:** An Order Approving and Authorizing the Proper Officer to Enter into a Purchase Agreement with Dell Incorporated for Desktop Computers, Monitors, Software and licensing, further defining this as a Small Purchase under Section 3.05.060 (G)(2) of the Municipal Code.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2019-20. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

Town of Highland  
Board of Works  
Order of the Works Board 2019-20

AN ORDER APPROVING AND AUTHORIZING THE PROPER OFFICER TO ENTER INTO A PURCHASE AGREEMENT WITH DELL INCORPORATED FOR DESKTOP COMPUTERS, MONITORS, SOFTWARE AND LICENSING, FURTHER DEFINING THIS AS A SMALL PURCHASE UNDER SECTION 3.05.060 (G)(2) OF THE MUNICIPAL CODE.

**Whereas**, The Town of Highland is organized by departments, each with specialized duties ties to special training and competencies, and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of these several departments; and

**Whereas**, The Town of Highland Metropolitan Police Department, the Public Works Department (Agency), Parks and Recreation Department, Fire Department, Building and Inspection Department, Redevelopment Department and the Office of the Clerk-Treasurer as part of their public duties, utilizes desktops computers as part of carrying out its public services and related duties in the Town of Highland; and

**Whereas**, The IT Director has determined a need to obtain certain computer equipment and has secured a quote from Dell Incorporated for the purchase of twenty (20) Dell OptiPlex 5060 SFF Computers at the unit price of \$1,130.85 each, in the total amount of \$22,617.00, **numbered as Quote 3000037633287.7**; and

**Whereas**, The Purchasing Agent, pursuant to Section 3.05.060 (G) (2) of the Highland Municipal Code, expected that the purchase would be less than \$50,000 and therefore qualified as a small purchase allowing purchase in the open market;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A) of the HMC serves as purchasing agency for the Police Department, the Fire Department, the Office of the Clerk-Treasurer and the Public Works Department (Agency); and

**Whereas**, The amount of the purchase exceeds fifteen thousand (\$15,000) and, pursuant to Section 3.05.040 (C) and Section 3.05.050(B) of the HMC, requires the express approval of the purchasing agency; and

**Whereas**, The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the Highland Municipal Code, serves as the Purchasing Agent for the any department for which a purchasing agent is not expressly provided and for all executive departments of the municipality; and

**Whereas**, The payment will be supported by approved existing appropriations in the Municipal Cumulative Capital Fund, pursuant to the requirements of IC 5-22-17-3(e) or another appropriate fund depending upon the department served; and

**Whereas**, The Town Council now desires to approve and authorize the proper officer to enter a purchase agreement pursuant to the terms stated herein,.

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the proper officer is hereby directed and authorized to purchase twenty (20) Dell OptiPlex 5060 SFF Computers at the unit price of \$1,130.85 each, in the total amount of \$22,617.00, **numbered as Quote 3000037633287.7**, according to the standing retention and replacement schedules, to be used in the proper departments;

**Section 2.** That the proper officer is hereby directed and authorized to purchase the forgoing as a single order, in the total amount of \$22,617.00 for the total purchase;

**Section 3.** That the Town Council as Works Board hereby finds and determines that this purchase is a qualified **small purchase** as the total purchase is below \$50,000, which permits purchases in the open market without inviting quotes from at least three vendors, all pursuant to Section 3.05.060 (G)(2) as well as IC 5-22 et sequitur;

**Section 4.** That the Town Council as Works Board further finds and determined there are sufficient and available appropriations balances on hand to support the purchase to the credit of the Municipal Cumulative Capital Development Fund, pursuant to IC 5-22-17-3(e);

**Section 5.** That the Clerk-Treasurer is authorized and directed to execute the purchase agreement and any additional documents in order to implement the purchase.

**Be it So Ordered.**

**Duly, Passed, Adopted and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24<sup>th</sup> day of June 2019 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer** (IC 33-42-4-1; IC 36-5-6-5)

Exhibit



**A quote for your consideration!**

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000037633287.7</b>	<b>Sales Rep</b>	Xavier DeLeon
<b>Total</b>	<b>\$22,617.00</b>	<b>Phone</b>	(800) 456-3355, 5130919
<b>Customer #</b>	7551098	<b>Email</b>	Xavier_DeLeon@Dell.com
<b>Quoted On</b>	Jun. 17, 2019	<b>Billing To</b>	ACCOUNTS PAYABLE
<b>Expires by</b>	Jul. 17, 2019		TOWN OF HIGHLAND
<b>Deal ID</b>	17812988		3333 RIDGE RD
			HIGHLAND, IN 46322-2018

**Message from your Sales Rep**

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Xavier DeLeon

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**Shipping Group**

<b>Shipping To</b>	<b>Shipping Method</b>
EDWARD DABROWSKI TOWN OF HIGHLAND 3333 RIDGE RD HIGHLAND, IN 46322-2089 (219) 838-1080	Standard Delivery

Product	Unit Price	Qty	Subtotal
OptiPlex 5060 SFF	\$1,130.85	20	\$22,617.00

Subtotal:	\$22,617.00
Shipping:	\$0.00
Non-Taxable Amount:	\$22,617.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<b>Total:</b>	<b>\$22,617.00</b>

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

TOWN OF HIGHLAND  
 3333 RIDGE RD  
 HIGHLAND, IN 46322-2089  
 (219) 838-1080

<b>OptiPlex 5060 SFF</b>	<b>\$1,130.85</b>	<b>Qty</b>	<b>Subtotal</b>
Estimated delivery if purchased today: Jul. 01, 2019 Contract # 50AHC Customer Agreement # NCPA 01-42		<b>20</b>	<b>\$22,617.00</b>
<b>Description</b>	<b>SKU</b>	<b>Unit Price</b>	<b>Qty</b>
			<b>Subtotal</b>
OptiPlex 5060 SFF XCTO	210-AOTX	-	20
Intel Core i7-8700 (6 Cores/12MB/12T/up to 4.6GHz/65W); supports Windows 10/Linux	338-BNZW	-	20
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	20
No AutoPilot	340-CKSZ	-	20
Microsoft(R) Office 30 Days Trial	658-BCSB	-	20
16GB 1x16GB DDR4 2666MHz UDIMM Non-ECC	370-AEBF	-	20
No Additional Hard Drive	401-AANH	-	20
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	20
M.2 256GB PCIe NVMe Class 40 Solid State Drive	400-AWFT	-	20
Thermal Pad	412-AAMK	-	20
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	20
ODD Bezel, Small Form Factor	325-BCXP	-	20
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABFH	-	20
Media Card Reader	385-BBNF	-	20
No Wireless LAN Card	555-BBFO	-	20
No Wireless Driver	340-AFMQ	-	20
No PCIe add-in card	492-BBFF	-	20
OptiPlex 5060 Small Form Factor with 200W up to 85% efficient Power Supply (80Plus Bronze)	329-BDRI	-	20
Black Dell KB216 Wired Multi-Media Keyboard English	580-ADJC	-	20
Black Dell MS116 Wired Mouse	275-BBBW	-	20
No Cable Cover	325-BCZQ	-	20
No Additional Cable Requested	379-BBCY	-	20
Not selected in this configuration	817-BBBC	-	20
No Integrated Stand option	575-BBBI	-	20
SupportAssist	525-BBCL	-	20
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	20

Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	20	-
Waves Maxx Audio	658-BBRB	-	20	-
Dell Developed Recovery Environment	658-BCUV	-	20	-
Software for OptPlex Systems	658-BDVO	-	20	-
OS-Windows Media Not Included	620-AALW	-	20	-
Energy Star	387-BBLW	-	20	-
No FGA	817-BBBB	-	20	-
Chassis Intrusion Switch SFF	461-AAEE	-	20	-
No Hard Drive Bracket for Small Form Factor, Dell OptiPlex	575-BBKX	-	20	-
No Anti-Virus Software	650-AAAM	-	20	-
CMS Essentials DVD no Media	658-BBTV	-	20	-
TPM Enabled	329-BBJL	-	20	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	20	-
No Intel Responsive	551-BBBJ	-	20	-
Intel(R) Core(TM) i7 Processor Label	389-CGBC	-	20	-
No UPC Label	389-BCGW	-	20	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	20	-
No CompuTrace	461-AABF	-	20	-
US Order	332-1286	-	20	-
Documentation, English, Spanish, Dell OptiPlex 5060 Small Form Factor	340-CDZE	-	20	-
No External ODD	429-ABGY	-	20	-
SFF EPA Regulatory LBL for Mexico	389-CXHV	-	20	-
Ship Material for OptiPlex Small Form Factor	340-CDWZ	-	20	-
Shipping Label for DAO	389-BBUU	-	20	-
Intel Standard Manageability	631-ABRK	-	20	-
No Additional Video Ports	492-BCKH	-	20	-
Desktop BTO Standard shipment	800-BBIO	-	20	-
Dell Limited Hardware Warranty Plus Service	804-9043	-	20	-
ProSupport: 7x24 Technical Support, 3 Years	804-9050	-	20	-
ProSupport: Next Business Day Onsite 3 Years	804-9070	-	20	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport or call 1-866-516-3115	989-3449	-	20	-
ProSupport Color Asset Label	365-1186	-	20	-

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<b>Subtotal:</b>	<b>\$22,617.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$22,617.00</b>

## Important Notes

### Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: [Dell's Terms of Sale](#), which include a binding consumer arbitration provision and incorporate Dell's U.S. [Return Policy](#) and Warranty (for [Consumer warranties](#); for [Commercial warranties](#)).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - [Type A](#) and use of the Dell-branded system software is subject to the Dell End User License Agreement - [Type S](#).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

If your purchase is for Boomi services or support, your use of the Boomi Services (and related professional service) is subject to the terms and conditions located at <https://boomi.com/msa>.

If your purchase is for Secureworks services or support, your use of the Secureworks services (and related professional service) is subject to the terms and conditions located at <https://www.secureworks.com/eula/eula-us>.

If this purchase is for (a) a storage product identified in the DELL EMC Satisfaction Guarantee Terms and Conditions located at [\("Satisfaction Guarantee"\)](#) and (ii) three (3) years of a ProSupport Service for such storage product, in addition to the foregoing applicable terms, such storage product is subject to the Satisfaction Guarantee.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

### Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com).

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

### Comments or Remarks from the Town Council: (For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors • Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Building Commissioner who offered a survey of the Plan Commission matters that were pending.

Councilor Zemen acknowledged the Redevelopment Director who offered a brief overview of matters before the Redevelopment Department.

Councilor Zemen reminded all that the Independence Day Festival would be held at Main Squire Park, July 1 through July 7. Councilor Zemen encouraged all to attend.

**Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar recognized several young persons and noted that they must be from a government class at the Town of Munster.

Councilor Vassar acknowledged the Parks and Recreation Superintendent offered a survey of the parks and recreation programs underway and its hosting of tournaments.

With leave from the Town Council, Councilor Vassar engaged in a colloquy with the Building Commissioner regarding properties whose condition the Councilman opined required some code enforcement, including the abandoned former Clark Gasoline Station on 45<sup>th</sup> Avenue and the operating business Lube works also on 45<sup>th</sup> Avenue.

- **Councilor Mark Herak:** •*Budget and Finance Chair* • *Liaison to the Board of Sanitary Commissioners* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak acknowledged the Public Works Director who reported on projects that were to be funded by the community crossings grant and other projects underway.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison* • *Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who noted that any fireworks that leave the property of the participant are illegal. The Fire Chief stressed this and warned that residents and guests should exercise due care.

Councilor Kuiper commended the Police Department on its recent creation of a general information brochure.

- **Councilor President Steve Wagner:** *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Advisory Board of Zoning Appeals Liaison.*

The Council President acknowledged the Building Commissioner who offered a survey of matters pending before the Advisory Board of Zoning Appeals.

The Town Council President commended the Town employees on having an work place accident free month in May.

#### **Comments from Visitors or Residents:**

1. Mr. Elijah Aurand, 9315 Farmer Drive, Highland, inquired about the specifications used to inform the purchase of the computers approved in Works Board No. 2019-20.

Mr. Aurand, next asked about the status of the property which was the former site of the Town Theater on Kennedy Avenue. Mr. Aurand asked about whether a developer had been selected.

2. Roger Sheeman, 9787 Wildwood Court, Highland, stated that he noted that the same computers listed in the Works Board Order 2019-20 for purchase he found for a lower price at an on-line vendor. The IT Director (contract) would follow-up to be make sure the comparisons were for identical products.

Mr. Sheeman also commented suggesting perhaps that a sign should be placed at the site of the former Town Theater indicating the Town's interest in seeking developer's proposals or listing it for sale.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period June 4, 2019 through June 24, 2019 and to ratify the payroll docket for the payday of June 07, 2019. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$496,212.18; Motor Vehicle Highway and Street (MVH) Fund, \$57,264.45; Local Road and Street Fund, \$194.45; Law Enforcement Continuing Education and Training and Supply Fund, \$1,349.04; Insurance Agency Fund, \$183,019.83; Gasoline Agency Fund, \$19,066.32; Information Communications Technology Fund, \$10,499.81; Civil Donation Fund, \$1,659.43; Special Events Non Reverting Fund, \$2,601.94; Police Pension Fund, \$69,655.68; Municipal Cumulative Capital Development Fund, \$40,670.95; Traffic Violations and Law Enforcement Agency Fund, \$7,750.00; Public Safety Local Income Tax Fund, \$ 22,819.94; Total: \$912,773.02.**

**Payroll Docket for payday of June 07, 2019:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$15,574.61; Building and Inspection Department, \$7,177.01; Metropolitan Police Department, \$124,189.43; Fire Department, \$3,588.44; Public Works Department (Agency), \$70,933.07; and Police Pension, \$0.00. Total Payroll: \$221,462.56.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Herak seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, June 24, 2019 was adjourned at 7:40 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2019.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer